

CITY OF MILWAUKIE

CLASSIFICATION: Housing and Economic Development Program Manager

Department: Community Development

FLSA Status: Non-exempt

Pay Grade: 63

Union Representation: AFSCME

CLASSIFICATION SUMMARY:

Manages the implementation of housing and economic development related policies and plans. Oversees existing programs and projects and develops new programs and projects to meet the city's goal of housing affordability and economic development. Performs high level qualitative and quantitative analysis, data analysis and policy development. Conducts grant writing, research and marketing for business development, infrastructure planning and land acquisition, housing strategy implementation, urban renewal programming, outreach, and periodic presentations to council. Serves as a resource for housing and economic development for the public. This position also serves as staff liaison to citizen advisory boards. Coordinates efforts for housing, business development and/or infrastructure planning while working closely with other staff. Represents the City on intergovernmental committees. Makes recommendations to the Community Development Director. Presents findings and recommendations both in writing and orally to Director, City Council, and citizen groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Manages assigned contracts and development projects to achieve goals within available resources; reviews progress of contracts and grants and holds contractors accountable for terms of contracts.
2. Coordinates and oversees development and planning projects.
3. Assists in the development of short and long-range plans in housing and economic development subject areas; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments, agencies and contractors as necessary.
4. Carries out recommendations for land acquisition, business development and infrastructure planning within the City.
5. Researches grant programs and prepares grant applications; oversees and administers grants.
6. Assures that assigned projects are performed within budget; monitors contracts to ensure accountability for quality work products, service delivery, and cost controls.
7. Gathers and analyzes data.
8. Develops information and considers available solutions or alternate methods of proceeding; organizes and documents findings of studies and prepares recommendations for implementation of new systems procedures or organizational changes.
9. Makes presentations to boards, commissions, civic groups, and the general public as assigned. Prepares and delivers speeches, presentations, resolutions, ordinances, contracts, administrative policies etc., or drafts of such.
10. Advises Community Development Director on projects.
11. Assists in compiling budget for department.
12. Serve as staff liaison to citizen advisory committee.
13. Maintains positive public relationship with customers and is responsive to customer needs.
14. Develops safe work habits and contributes to the safety of self, co-workers, and the public.
15. Performs other duties as required.

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MINIMUM QUALIFICATIONS:

Knowledge of:

- Project management principles and techniques.
- Grant procedures.

Skills and Abilities to:

- Manage housing development and planning projects.
- draft, negotiate and oversee contracts for special projects and studies.
- Work with contractors to enter into agreements on behalf of the City and monitor progress.
- Facilitate public input processes and public meetings.
- Analyze, interpret complex data, understand and synthesize legal and technical language to develop logical recommendations.
- Coordinate, negotiate and resolve conflicting points of view to obtain successful outcomes.
- Serve as liaison and coordination between the City and other agencies.
- Research legal issues, draft and present recommendations to department heads, City Manager, Council, citizen advisory boards and other government agencies.
- Write complex technical reports and grant applications within prescribed timeframes.
- Make effective written and oral presentations.
- Establish and maintain effective working relationships.
- Work as a team member.
- Perform the essential functions of the job.

Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

- Bachelor's degree specializing in planning, public administration, engineering, housing, architecture, or a closely related field.
- Three (3) years' experience in housing development related project management, public administration, planning, land development, or related field.

Licensing/Special Requirements:

- Possession of a valid driver's license or an acceptable alternative method of transportation which allows the incumbent to perform the duties of the position.

SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- Computer, printer and copy machines
- Computer software including MS based word-processing, spreadsheet, and data base, and telephones.

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Supervision:

- This is not a supervisory classification. Oversees work of contractors and may oversee work of temporary or intern position.
- Works under the general direction of the Community Development Director or designee.

Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

- Generally, work is performed in an office environment. Must be present while occasionally performing site inspections.
- Evening meetings required.

The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

Drafted:	07/01/02
Adopted:	08/06/02
Revised:	11/04; 10/05; 5/2018; 2/2020; 5/21 (new format)